

City of Brentwood  
Planning and Codes Department  
5211 Maryland Way  
P.O. Box 788  
Brentwood, TN 37024-0788

Office (615) 371-2204

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www.brentwood-tn.org/planning



**MARCH 1, 2016**

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## ◆ Residential ~ Grading Permit Application ◆

ICC International Residential Code, 2012 edition

### ◆ REQUIRED INFORMATION AND DOCUMENTATION

- This completed and signed application;
- Three (3) copies of the plot plan, scaled 1" = 20' for lots less than one-acre or 1" = 30' for lots greater than one acre. plot plan drawings shall include the lot size, building setback lines on all property lines, all easements, the location of the house relative to the setback lines and the driveway access;
- Important: If the plat classifies the lot as "transitional", your application and drawings will be forwarded to the City's Engineering Department for review. Telephone (615) 371-0080 for more information.

### 1.) GENERAL INFORMATION

Subdivision Name: \_\_\_\_\_ Lot #: \_\_\_\_\_  
Property Street Address: \_\_\_\_\_  
Is this a Transitional lot ? : \_\_\_\_\_ Is this lot within a 'Floodway Fringe' ? : \_\_\_\_\_  
Lowest Floor Elevation: \_\_\_\_\_

### 2.) CONTRACTOR'S INFORMATION

Contractor's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Tennessee Contractor's License No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Workmen's Compensation Policy No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Brentwood Business Tax License No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Contact's Phone Number: (\_\_\_\_) \_\_\_\_\_  
Email Address: \_\_\_\_\_

### 3.) PROPERTY OWNER'S INFORMATION

Property Owner's Name(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_\_

### 4.) ACKNOWLEDGE

**I CERTIFY THAT THE INFORMATION PROVIDE ON THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.**

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's name (print clearly): \_\_\_\_\_



**CITY OF BRENTWOOD**  
**EROSION PREVENTION AND SEDIMENT CONTROL CHECKLIST**  
ENGINEERING DEPARTMENT – 1750 GENERAL GEORGE PATTON DRIVE – (615) 371-0080  
**(UPDATED MARCH 1, 2016)**

FIRM NAME / APPLICANT			PROPERTY ADDRESS	
ADDRESS			SUBDIVISION / SECTION	LOT NO.
CITY	STATE	ZIP	PHONE NO.	BUILDING PERMIT NO.

The following pre-construction erosion prevention and sediment control Best Management Practices (BMPs) must be correctly installed **prior** to the initiation of the disturbance activities:

- A stabilized construction access, such as a temporary stone access, must be installed to prevent offsite tracking.
- Silt fence, or other sediment barriers, must be installed along topographical contours down slope of the area to be disturbed.
- Where applicable, inlet protection for nearby storm sewer curb and drop inlets must be installed.

**The following erosion prevention and sediment control BMPs must be performed until the project is completed:**

- All areas to remain undisturbed along streams, rivers, and ponds must be protected to avoid erosion of banks and infiltration of silt.
- Topsoil should be stripped from all cut and fill areas, stockpiled and redistributed over graded areas to a minimum depth of six (6) inches. **A sediment barrier must be installed around the base of the stockpile to prevent erosion.**
- Stabilization measures must be performed within three (3) days in portions of the site where construction activities have temporarily or permanently ceased, within fifteen (15) days after final grading, or prior to final inspection (stabilization practices may include: temporary seeding, permanent seeding, mulching, matting, and sod stabilization.)
- Inspections of all control measures and disturbed areas must be performed at least once every three (3) days. Inspections must be documented and include the date of the inspection and major observations.
- Based on the results of inspections, any inadequate control measures or control measures in disrepair must be replaced or modified, or repaired as necessary, within one (1) day after the need is identified.
- Sediment must be removed from sediment barriers and other sediment controls when design capacity has been reduced by 50%.
- Sediment that has escaped the construction site and has collected in the street or drainage structures must immediately be physically removed. **This requirement shall remain the responsibility of the permit holder until the project is accepted by the City of Brentwood.**
- All damage to existing pavement, drainage structures and curbs resulting from new construction must be repaired or replaced by like materials at the builder's expense.
- All trees designated to remain must be protected. Heavy equipment will not be operated or parked, nor materials handled or stored, within the drip lines of trees.
- Roof downspouts must discharge onto splash blocks to prevent erosion. If downspouts are routed through drain lines, the system must not discharge directly into the street or drainage system.
- Restroom facilities for construction employees must be made available.
- Building and waste materials, and non-storm water discharges, such as concrete or paint wastewater, must be managed to prevent them from entering the storm water system or nearby water body.

***I certify that I have reviewed this document and understand the erosion prevention and sediment control requirements herein. I understand that these requirements will be inspected and enforced by the City of Brentwood and failure to comply may result in the issuance of a "Stop Work Order" until compliance is accomplished.***

Print Name	Signature	Date
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## ◆ **Residential - Transitional Lot Plan Review Guideline** ◆

If a lot is Transitional (has slopes exceeding 15%), then a detailed site grading plan is required. This plan shall be sealed by a Professional Engineer or Registered Landscape Architect, licensed to practice in the state of Tennessee. Three (3) sets of plans shall be submitted with the building or grading permit application to the Brentwood Planning and Codes Department. Once comments from the Engineering Department are received and corrected, three (3) revised sets shall be resubmitted directly to the Engineering Department (1750 General George Patton Drive). Once approved, one set will remain on file with the Engineering Department and two sets will be forwarded to the Planning and Codes Department for permit approval.

Upon completion of the Foundation Survey, verify that the main FFE (Finished Floor Elevation), the garage FFE, and the basement FFE (if applicable) are within 6" of the approved Transitional Lot plan. If the elevations vary by more than 6", resubmit three (3) revised Transitional Lot plans to adjust the plan accordingly. Foundation Surveys may not be approved prior to approval of a revised Transitional Lot plan.

If during construction, changes are to be made to the approved plan, first, contact the Engineering Department and advise them of the extent and reasons for the change. If the changes are minimal and do not impact any Brentwood regulations, the plan may be changed by hand and initialed by the builder and City Engineer at the City Engineer's discretion. If the changes are significant, resubmit three (3) sets of the Transitional Lot plan to the Engineering Department for review.

### **Transitional Lot Plan Design Checklist**

- Plans stamped and signed by a Tennessee registered Professional Engineer or Landscape Architect;
- Name and phone number of Builder shown on the plan;
- Email address for design engineer or landscape architect shown on the plan or submitted with plan to the City Engineer;
- Current Field Run Topography with 2' contours and actual elevations based on benchmark;
- Limit to one page if possible, two pages if necessary;
- Scale 1:20 standard, other scales as necessary for unique sites. Use blow ups of smaller areas on a second page if necessary;
- Standard Details:
  - Silt Fence or other appropriate EC BMP;
  - Temp Construction Entrance (Use ASTM #1 Stone and Filter Fabric Underneath);
  - Tree Protection (1.5 times drip line);
  - Retaining wall (If applicable) stamped by a P.E.;
  - Driveway ramp Max 20' at curb or EOP;
  - Others as necessary;
- Property Lines, Building Setbacks, Easements, and all public utilities shown;
- Proposed Contours distinguishable from existing contours;
- Spot Elevations shown where necessary use TW/BW designations for retaining walls;
- Driveways:
  - Slope (20% max for hard surface and 10% for gravel, 5% max cross slope);
  - Driveway width (Max 20', Min 10' unless more than 500' long then 12');
  - 6" rise in driveway from edge of pavement to R.O.W.;
  - 30' driveway apron in front of garage as measured from face of brick or 24' if a 10'x12' dovetail is utilized.

## Residential - Transitional Lot Plan Review Guideline (continued)

March 1, 2016

Page 2 of 3

- Retaining Walls:
  - Max height 10' inside the buildable area, 6' outside the buildable area. (Measured on exposed face);
  - Greater than 4' in height must be designed and inspected by a licensed P.E.;
  - Guard rails required for all walls with a grade change in excess of 30";
- Dimension from property lines for all improvements, 5' Min. (Driveways, retaining walls, fences, HVAC, etc.);
- Grades in excess of 3:1 labeled and method of stabilization noted;
- Tree Protection shown;
- Erosion Control shown;
- HVAC Pad shown;
- All Sidewalks and Patios shown;
- Sidewalks along the street and handicap ramps shown if applicable.
- Lot line swales designed and shown via contours if possible or by lines with arrows for flatter lots;
- Water meter location shown;
- Sewer stub-out shown at R.O.W. (if grinder pump, pump location and service line alignment to main);
- All Site Calculations:
  - Building coverage calculations (Max 25%);
  - Green space coverage calculations (Min 40%);
  - Basement coverage calculations (50% of perimeter covered at least 50% of basement height);Coverage to be calculated as follows: Linear Feet of perimeter covered by at least half the basement height / Linear Feet of total perimeter of house, shown in %.
- Site Elevations:
  - FFE;
  - Garage;
  - Basement (if applicable);
  - Minimum LFE (if applicable).
- Permit Holder Signature Block signed and dated (Available in WORD upon request).
- Notes:
  - Builder to call Brentwood Engineering Department for initial erosion control inspection (615-371-0080) prior to issuance of a permit;
  - All retaining walls greater than 4' will be inspected by a licensed profession engineer and certified in writing prior to issuance of a certificate of occupancy;
  - A Temporary Certificate of Occupancy will not be given for grading and drainage related issues;
  - All retaining walls in excess of 30" require a guardrail;
  - All driveways with 15% or greater slopes shall be profiled by R.L.S. and approved by the City Engineer prior to issuance of a certificate of occupancy.
- Driveway As-Built Survey Guidelines:

Survey shall show spot elevations along both sides of the driveway at locations perpendicular to the travel path. Spacing between spot elevations along the travel path shall not exceed 12'. Distance between spot elevations along the travel path shall be shown as well as slope between spots shown as a percentage. Survey shall be to a standard scale and sealed by a Registered Land Surveyor or Licensed Professional Engineer licensed to practice in the State of Tennessee.

**Residential - Transitional Lot Plan Review Guideline (continued)**

March 1, 2016

Page 3 of 3

Subdivision: \_\_\_\_\_ Lot Number: \_\_\_\_\_

**PERMIT HOLDER ACKNOWLEDGEMENT**

I ACKNOWLEDGE THAT THE CITY ENGINEER MUST APPROVE ANY DEVIATIONS FROM THE APPROVED SITE PLAN. THE CHANGES SHALL BE SUBMITTED ON A REVISED SITE PLAN. VERBAL APPROVAL MAY NOT BE GIVEN.

I ACKNOWLEDGE THAT ALL GRADING AND DRAINAGE AS PER APPROVED SITE PLAN SHALL BE 100% COMPLETE UPON FINAL INSPECTION. CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED UNTIL 100% COMPLETION IS ACHIEVED.

I, \_\_\_\_\_ HAVE READ AND REVIEWED THIS SITE PLAN.  
(PRINT NAME OF PERMIT HOLDER)

\_\_\_\_\_  
(SIGNATURE OF PERMIT HOLDER)

\_\_\_\_\_, 20\_\_\_\_\_  
(DATE OF SIGNATURE)

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**NOTE: SITE PLAN WILL NOT BE APPROVED WITHOUT ORIGINAL SIGNATURE AND DATE**

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**OFFICE USE ONLY**

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_